
DELAWARE ADMINISTRATIVE CODE

Style Manual



STYLE GUIDELINES

The composition and style guidelines in this manual are intended to provide editorial assistance in drafting documents to be published in the *Delaware Administrative Code*.

These guidelines are not intended to be inflexible rules, nor are they complete in scope. The staff of the Register of Regulations hopes that use of these suggestions, together with attention to good English usage, will produce greater clarity and accuracy in the texts of official documents.

Questions regarding regulatory drafting or this manual should be directed to the Registrars Office by phone at 302-744-4327, by email at Jeffrey.Hague@state.de.us or via the Internet at: <http://www.delregs.state.de.us>

1.0 DOCUMENT FORMAT**1.1 Submission:**

1.1.1 Documents must be submitted to the Registrars office no later than the 15th of the month for publication on the first of the following month issue of the Register.

1.1.2 Documents should be submitted to the Registrar in electronic format.

1.1.3 Proposed Regulations filed electronically should include:

1.1.3.1 Text of the proposed regulation formatted to the specifications of the Registrar as outlined in section 1.3.

1.1.3.2 Notice of Public Hearing and/or Notice of Public Comment Period.

1.1.3.3 A summary of the regulatory action when available.

1.1.3.4 The entire text of a regulation should be submitted where possible.

1.1.4 Final Regulations filed electronically should include:

1.1.4.1 Order adopting the Final Regulation.

1.1.4.2 A summary of the regulatory action when available.

1.1.4.3 Text of the Final Regulation formatted to the specifications of the Registrar as outlined in section 1.3.

1.1.4.4 A non-marked up version of the regulation as amended.

1.1.4.5 Any other supporting documents such as a Hearing Officers report, etc as deemed appropriate by the submitting agency.

1.1.4.6 The entire text of a regulation should be submitted where possible.

1.2 Header (See Figure 1.1)

1.2.1 The beginning page of each document submitted should contain an identifying heading including:

1.2.2 The complete name of the promulgating agency including division and subdivision if applicable, typed in the upper left corner of each page, flush with the left margin; and

1.2.3 The Delaware Administrative Code citation

1.2.4 The statutory authority to promulgate the regulation, flush with the left margin.

Figure 1.1
Header Example

Agency Name

Division Name

Subdivision Name

Delaware Administrative Code citation

Statutory Authority: Title Delaware Code, Section (Title Del.C. Section)

1.3 Numbering

1.3.1 Regulatory text should be numbered with numerals only.

1.3.2 Start out with a 1.0 as the first section and number down tabbing in one level for additional subsection. See Figure 1.2 for an example.

Figure 1.2
Numbering a regulation

3.0 Use of Designations

3.1 Designation "Certified Public Accountant" and the Abbreviation "CPA" in the Practice of Certified or Public Accountancy:

3.1.1 Only the following individuals and entities may use the designation "certified public accountant", the abbreviation "CPA", and other designations which suggest that the user is a certified public accountant, in the practice of certified or public accountancy:

3.1.1.1 An individual who is registered with the Board and holds a certificate of certified public accountant and a current permit to practice.

3.1.1.2 A sole proprietorship, partnership, corporation, or any other entity authorized under Delaware law or a similar statute of another state which is registered with the Board and holds a current firm permit to practice.

3.2 Designation "Certified Public Accountant" and the abbreviation "CPA" by certificate holders who do not maintain a permit to practice:

3.2.1 An individual who holds a certificate of certified public accountant but does not maintain a permit to practice may use the designation "certified public accountant" or the abbreviation "CPA" on business cards and stationery if:

3.2.1.1 The certificate of certified public accountant has not been suspended or revoked and is in good standing.

3.2.1.2 The individual does not engage in the practice of certified or public accountancy and does not offer to perform certified or public accountancy services.

1.3 Body of text.

1.3.1 All documents should be typed in conventional uppercase and lowercase format.

1.3.2 Documents should be typed in *Times New Roman* font face and **10 point** font size.

1.3.3 Proposed Regulations:

1.3.3.1 Proposed changes from an existing regulation must be indicated as follows:

1.3.3.1.2 Roman type shall indicate the text existing prior to the regulation being promulgated

1.3.3.1.2 Underlined text must be used to indicate new text.

1.3.3.1.3 Language which is ~~stricken~~ through shall indicate text being deleted.

1.3.3.2 If a new regulation is being proposed, all language must be underlined.

1.3.5 Final Regulations:

1.3.5.1 Final Regulations must be formatted as follows:

1.3.5.1.1 Roman type must be used indicate the text existing prior to the regulation being promulgated.

1.3.5.1.2 Underlined text must be used indicate new text added at the time of the proposed action.

1.3.5.1.3 Language which is ~~stricken~~ through shall indicate text being deleted at the time of the proposed action.

1.3.5.1.4 **[Bracketed bold language]** must be used to indicate text added at the time the final order was issued.

1.3.5.1.5 ~~**[Bracketed bold stricken through]**~~ must be used to indicate language deleted at the time the final order was issued.

1.4 Footnotes.

1.4.1 Footnotes, if used, should be referenced at the end of the regulation. The use of footnotes should be kept to a minimum.

1.5 Appendices.

1.5.1 Avoid using appendices as part of a regulation. Material important enough to be set out should be made part of the regulation itself and numbered accordingly. Appendices are not considered to be part of the regulation proper and may not be published in the *Delaware Register of Regulations*.

2.0 STRUCTURE OF REGULATIONS

2.1 Definitions (See Figure 1.3)

2.1.1 It is recommended that definitions of terms be included in each regulation. Definitions provide clarification to terms used within a regulation and allow the regulation writer to control the meaning of a word. Define a term only when the meaning of a word is important and it is used more than once in the regulation.

2.1.2 Definitions should be formatted as provided in this section.

2.1.2.1 Place definitions at the beginning of the regulation as the first numbered section.

2.1.2.2 The first paragraph should read, “The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly indicates otherwise:”

2.1.2.3 Arrange the words or specific terms in alphabetical order.

2.1.2.4 Do not number individual definitions.

2.1.2.5 Uppercase the first letter of the first word in each definition. All subsequent words in each definition should be lowercase, unless words are proper nouns. The word or term being defined should be placed within quotation marks and underscored.

2.1.2.6 Immediately after the defined word or term, insert the word “means”

Figure 1.3
Definitions Section

1.0 Definitions.

1.1 The following words and terms, when used in this regulation, should have the following meaning unless the context clearly indicates otherwise:

“Adoptive parent” means a provider who gives parental care and establishes permanent family relationships for children in the provider=s home for purposes of adoption. Standards apply to adoptive parents until the final order of adoption is issued.

“Adult” means any individual 18 years of age or older.

“Agency” means the local welfare or social services agency.

2.2 Arrangement or organization.

2.2.1 Concise drafting of a regulation, as well as the general design and logical arrangement of its sections, subsections and subdivisions, better communicates the meaning of the regulation. The major objective in arranging text within a regulation is to make the document as clear and understandable as possible.

2.3 Sequence.

2.3.1 The sequence of elements of a regulation as provided in this section should be observed:

2.3.1.1 Place general provisions before special provisions;

2.3.1.2 Place more important provisions before less important provisions;

2.3.1.3 Place frequently used provisions before less frequently used provisions; and

2.3.1.4 Place permanent provisions before temporary provisions.

2.3.2 Gender.

2.3.2.1 Avoid using pronouns that indicate gender. Use the noun which the pronoun would replace. However, if pronoun gender must be indicated, use “his” instead of “his/her” and “he” instead of “he/she” or “(s)he.” The use of the masculine gender is addressed in 1 **Del.C.** §304 of the Delaware Code.

3.0 CITATIONS

3.1 CitationstoDelaware Code.

3.1.1 When citing chapters, articles or sections of the Delaware Code, refer to the following relevant examples:

Citing an entire chapter: 29 **Del.C.** Ch. 100 or 29 Delaware Code, Ch 100

Citing a specific section: 29 Delaware Code, Section 10101 or 29 **Del.C.** §10101

Citing multiple sections: 29 Delaware Code, Sections 3-5 or 29 **Del.C.** §§3-5

Citing a subsection: 29 Delaware Code, Section 3(a) or 29 **Del.C.** §3(a)

3.2 Citations to the*Delaware Register of Regulations*.

3.2.1 The *Delaware Register of Regulations* is cited by volume, issue, page number and date. For example, to refer to Volume 6, Page 1112 of the *Delaware Register of Regulations* issued on May 1, 2003 write:

6 DE Reg. 1112 (5/1/03)

3.3 Federal statutory and federal regulatory citations.

3.3.1 When citing federal statutes, the official name, together with a reference to the United States Code, should be used as follows:

The Atomic Energy Act of 1954 (42 USC §§2011-2284)

3.3.2 The Federal Register should be cited by volume and page number. The approved short form of citation is “FR.” Thus, 12 FR 1234 refers to text at page 1234 of Volume 12.

3.3.3. The Code of Federal Regulations should be cited by title and section numbers. “CFR” is the approved short form. Thus, 7 CFR 1.1 refers to text at 1.1 of Title 7.

4.0 INCORPORATION BY REFERENCE

4.1 Incorporation by reference is a device by which a document is made part of the regulation simply by referring to it. While the text of an incorporated document does not appear in their regulation, the provisions of the incorporated document are as fully enforceable as any other regulation.

4.2 When incorporating by reference it is necessary to cite the specific publication including year and volume that is being incorporated into the the regulation. The text incorporating a document should be included in the text of the regulation.

4.3 A copy of the incorporated document shall be made available to the Registrar for public inspection purposes.

4.4 Each regulation that proposes to incorporate a document is identified in the Delaware Register of Regulations by an Editor's Note.

5.0 COMPOSITION AND STYLE GUIDELINES FOR DOCUMENT DRAFTING

5.1 Application of guidelines.

5.1.2 The composition and style guidelines in this manual are intended to provide editorial assistance in drafting documents to be published in the *Delaware Register of Regulations*.

5.1.3 Specific questions may arise which are not covered within this article, due to the general nature of these guidelines. These guidelines are primarily based on the following reference books:

A Manual of Style, University of Chicago Press (1982); and
Drafting Legislation and Rules in Plain English, by Robert J. Martineau, West Publishing Company (1991).

Each of these books provides extensive guidance in most areas of document drafting.

5.1.4 Matters of spelling, usage, and word division should be referred to *Webster's Ninth New Collegiate Dictionary*, Miriam-Webster, Inc., or *The American Heritage Dictionary of the English Language*, New College Edition

5.2 General guidelines.

5.2.1 In general, keep the language of the text as clear and simple as possible. When drafting, remember that documents should be written so that the general public can understand them. Avoid using language that only individuals with specialized knowledge can understand. Consistency of expression, logical arrangement, and adherence to accepted usage aid readability.

5.2.2 Strive for consistency of terminology, expression and arrangement. Avoid using the same word or term in more than one sense. Conversely, avoid using different words to denote the same idea. Apply the principles of consistency to phrases, sentences, paragraphs, arrangement and format. For example, in the text of a regulation, two or more subdivisions which are similar in substance should be parallel in form.

5.2.3 Tabulation is used to arrange the structure of subdivisions in a document. All items in the tabulated enumeration must belong to the same class. Each item listed must be parallel to the introductory language. The following tabulation is incorrect because subdivision is not parallel in substance or form to the introductory language:

EXAMPLE

1.1 *An applicant for licensure shall:*

- 1.1.1 *Complete the application for examination;*
- 1.1.2 *Submit in advance the examination fee; and*
- 1.1.3 *Eligibility for licensure by reciprocity.*
(Language not parallel)

Subdivision 1.1.3 should read, “Be eligible for licensure by reciprocity.”

5.2.4 Absolute conciseness does not ensure clarity but, in general, keeping a document simple and short avoids confusion and misunderstanding. In the case of regulatory drafting, divide a lengthy text into more than one regulation in order to avoid the complexities entailed in multiple sections and to make the text easier to read. Avoid long sentences where short ones will suffice.

5.2.5 Ordinarily, use the present tense of verbs. However, the future tense is appropriate when using the imperative “shall.” Section 5.3 provides additional information on the use of “shall”.

5.2.6 Generally, use the active rather than the passive voice:

EXAMPLE

USE: The chairman appoints members of the committee.
AVOID: Members of the committee are appointed by the chairman.

5.2.7 Generally, use the third person:

EXAMPLE

USE: The applicant shall file the appropriate forms.
AVOID: You shall file the appropriate form.

5.2.8 If an idea can be accurately expressed either positively or negatively, express it positively. The negative form is appropriate where a provision expresses a prohibition. Negative words should not be used where provisions provide only advisory guidance.

5.3 Use of “shall,” “may” and “must.”

5.3.1 Use “shall” in the imperative sense to express a duty or obligation to act. The term “shall” is generally used in connection with statutory mandates. “May” is permissive and generally expresses a right, privilege or power. When an individual is authorized but not ordered to act, the term “may” is appropriate. If an obligation to act is intended, “shall” is used.

5.3.2 Use “may not” when a right, privilege or power is restricted. “shall not” negates the obligation but not the permission to act; therefore, “may not” is the stronger prohibition. Wherever possible, the words “shall” or “may” are used in place of other terms such as “is authorized to,” “is empowered to,” “is directed to,” “has the duty to,” “must,” and similar phrases. However, if certain action is intended to be a condition before accruing a right or privilege, the word “must” is used instead of “shall” or “may” (e.g., “In order to have your regulations published you must file them by the deadline.”)

5.4 Use of “any,” “each” and “every.”

5.4.1 Do not use “any,” “each,” “every,” “all,” or “some,” if “a,” “an,” or “the” can be used with the same result. If the subject of the sentence is plural, it is seldom necessary to use these adjectives. For example, it should be stated, “Qualified employees shall...,” rather than, “Any qualified employee shall... .” If the subject of the sentence is singular, the indefinite pronoun is used only when the article “a” or “the” is inadequate, as when the use of “a” would allow the unintended interpretation that the obligation is to be discharged by applying it to a single member of the class instead of to all of them. If it is necessary to use an indefinite pronoun, follow these rules:

5.4.1.1 If a right, privilege or power is conferred, use “any,” as in
“Any qualified employee may...”

5.4.1.2 If an obligation to act is imposed, use “each,” as in “Each employee shall...”

5.5 Use of “such” and “said.”

4.5.1 Avoid the use of “such” and “said.” Instead, use “the,” “that” or a pronoun. In many instances “such” and “said” mean nothing at all and can be omitted without any other words being substituted.

5.6 Use of “and/or.”

5.6.1 The term “and/or” should never be used. In general the term “and” means to add something to what has already been said. “Or” means in the alternative. The word “and” is a conjunctive and the word “or” is a disjunctive. In most cases the word “or” is proper to convey the thought of “one, or the other, or any of them.” If emphasis is needed, the use of terms such as “any of the following,” “all of the following,” “either of the following,” “or both,” and similar modes of expression are sufficient.

5.7 Use of words both singular and plural.

5.7.1 Avoid modifying singular words to be both singular and plural (e.g., parent(s)). Instead, indicate one or the other, or both (e.g., parent or parents).

5.8 Commas.

5.8.1 Use commas to set off a nonrestrictive clause. A nonrestrictive clause gives added information about the word it modifies, but is not needed to complete the meaning of a sentence.

EXAMPLE: *New rules concerning the licensing of teachers, which I have not read, have been adopted.*

“Which I have not read” does not significantly affect the primary meaning, which is that rules concerning the licensing of teachers have been adopted, therefore, commas are used around this nonrestrictive clause.

5.8.2 Do not use commas to set off a restrictive clause. A restrictive clause cannot be omitted without altering the meaning of the main clause, therefore, it should not be set off by commas.

EXAMPLE: *The requirements which an applicant must meet for certification are listed in the regulation.*

Without the clause “which an applicant must meet for certification,” the meaning of the sentence would be significantly altered.

5.8.3 Use a comma in a compound sentence to separate independent clauses joined by one of the coordinate conjunctions “and,” “but,” “for,” “or,” “nor.”

EXAMPLE: *The board is responsible for collecting the revenue from all permits and fees, but the legislature sets the rates.*

5.8.4 The use of a comma without a coordinate conjunction between two independent clauses is known as a comma fault and should be avoided.

EXAMPLE: *The board collects the fees and issues permits, the legislature sets the rates.*

The sentence may be corrected by:
Using a coordinate conjunction after the comma.

The board collects the fees and issues permits, but the legislature sets the rates.

Using a semicolon between the two independent clauses.

The board collects the fees and issues permits; the legislature sets the rates.

Dividing the two independent clauses into two simple sentences.

The board collects the fees and issues permits. The legislature sets the rates.

5.8.5 Use commas to separate a series of three or more words, phrases or clauses.

EXAMPLE: *The board is responsible for collecting the revenue from all fees, permits, license certifications, and renewals.*

5.8.6 If the elements within the sentence contain internal commas or other punctuation, separate the elements with semicolons.

EXAMPLE: *The board is responsible for collecting the revenue from fees for examinations; permits for shops, salons and schools; and license certifications.*

5.9 Hyphens and compound words.

5.9.1 Many compounds are formed with the hyphen as a connector, but as these words become established the hyphen is often dropped in favor of the solid form.

5.9.2 Words that function as a compound adjective that are placed before the word they modify should be hyphenated.

EXAMPLES

1. *One weekend each month, Mr. and Mrs. Jones go on a 10-mile hike.*
2. *Our opponent resorted to low-level tactics.*

However when these same word groups are placed after the nouns or pronouns they modify, they are not hyphenated.

EXAMPLES

1. *Mr. and Mrs. Jones hike 10 miles one weekend each month.*
2. *Our opponent's tactics were low level.*

The hyphen is also used to avoid confusion in words like “re-form” (meaning to form again).

5.9.3 Hyphens should not be used in constructions like the following if the meaning is clear without them (e.g., “sales tax bill,” “foreign aid plan”). The hyphen is not needed in these forms “navy blue skirt” or “dark green paint.”

5.9.4 Compound words are listed separately within the dictionary. To avoid confusion, and sometimes absurdities, compound nouns that are usually solid words should be separated when the first part of the compound is modified by an adjective: “businessman, small-business man”; “sailmaker,” “racing-sail maker.”

5.9.5 Do not use the hyphen to connect an adverb ending in “ly” with a participle in such phrases as “newly married couple,” or “elegantly furnished house.” Adjectives ending in “ly” are another matter; hyphens should, for example, be used in “a gravely-voiced, grizzly-maned statesman of the old school.”

5.9.6 Hyphens are not used in titles such as “commander in chief,” “director general,” “editor in chief,” or “secretary general.” Do use the hyphen in titles like “secretary-treasurer” or “law-enforcement officer.”

5.9.7 In a series of hyphenated phrases, use the complete phrase in each instance.

EXAMPLE

AVOID: *On successive days there were three-, five- and nine-inch snowfalls.*

USE: *On successive days there were three-inch, five-inch, and nine-inch snowfalls.*

5.10 Quotation marks.

5.10.1 Typographical usage dictates that the comma and the period always be placed inside the closing quotation mark, even though they sometimes logically do not seem to belong there.

EXAMPLE: *One package was marked “fragile,” and the other package was marked “do not open until Christmas.”*

5.10.2 Semicolons and colons belong outside the closing quotation mark unless they are a part of the quoted material.

EXAMPLE: *One package was marked “fragile”; the other package was marked “do not open until Christmas.”*

5.11 Capitalization.

5.11.1 Capitalize civil, military, religious and professional titles when they immediately precede a personal name, as part of the name.

EXAMPLE

1. *Governor Minner;*
2. *Secretary Powell; and*
3. *Chairman Jones*

5.11.2 Capitalize full names of legislative, deliberative, administrative and judicial bodies, departments, bureaus, and offices. Lowercase common noun substitutes or incomplete designations, except abbreviations.

EXAMPLES

Uppercase

General Assembly of Delaware
Department of Transportation

Lowercase

state legislature
the department

5.11.3 Do not capitalize the following words unless they are part of a proper name:

EXAMPLES

administration;
board;
commission;
executive branch, legislative branch, or judicial branch;
federal;
government; or
state.

5.11.4 Capitalize common nouns and adjectives that form an essential part of a place.

EXAMPLES

Sussex County
City of Dover
Northern Delaware

5.11.5. Capitalize “State of Delaware” and “State.”

5.11.6 Capitalize names of buildings and monuments.

EXAMPLES

Washington Monument
Legislative Hall
Townsend Building

5.11.7 Capitalize only the official names of documents.

EXAMPLE

<i>Uppercase</i>	<i>Lowercase</i>
<i>Constitution of Delaware</i>	<i>state constitution</i>

5.11.8 Capitalize the names of an specific act (e.g., Administrative Procedures Act).

5.11.9 Capitalize the word “Act” when it has previously been referred to or defined, and subsequent references are to the specific act.

5.11.10 Capitalize a word describing a part of a document only if it is followed by a specific number or letter designation.

EXAMPLES

<i>Uppercase</i>	<i>Lowercase</i>
<i>Chapter 4</i>	<i>this chapter</i>
<i>Part IV</i>	<i>this part</i>

5.11.11 Lowercase “page” and “line” (e.g., page 10, line 22).

5.12 Writing numbers.

5.12.1 Arabic numerals are used for numbers greater than nine (e.g., 10, 11, 12 ...), except for proper names such as “Chapter 1,” not “Chapter One.” Numbers from one to nine are spelled out. Zero is written “0.”

5.13 Percentages.

5.13.1 Numerals are used followed by a percentage symbol (%) for all percentages. All percentages consist of at least two digits.

5.13.2 Percentages greater than or equal to 10 are written in the following manner:

5.13.2.1 10%;

5.13.2.2 12%;

5.13.2.3 3.4%; or

5.13.2.4 15.63%.

5.13.3 Percentages less than 10 are written in the following manner:

5.13.3.1 9.6%;

5.13.3.2 8.64%; or

5.13.3.3 8.0%.

5.13.4 Percentages less than one are written in the following manner:

5.13.4.1 0.5%;

5.13.4.2 0.002%; or

5.13.4.3 0.621%.

5.14. Monetary figures.

5.14.1 Numerals are preceded by a dollar symbol (\$) for most monetary listings.

5.14.2 Amounts less than \$1.00 are written with a dollar symbol followed by a space, a decimal, and the cent value, to conform with the following:

1. \$.04;

2. \$.50; or

3. \$.99.

5.14.3 Amounts greater than \$.99 but less than \$10 are written with a dollar symbol followed by the dollar value followed by a decimal and the cent value, even if the cent value is “.00,” to conform with the following:

1. \$2.00;

2. \$3.40; or

3. \$9.99.

5.14.4 Amounts greater than \$9.99 are written with a dollar symbol followed by the dollar value followed by a decimal point followed by the cent value, unless the cent value is “.00,” in which case no decimal point or cent value will be included, to conform with the following:

1. \$10;

2. \$10.06; or

3. \$100.

5.14.5 Monetary listings incorporating seven or more digits are written to conform to the following:

EXAMPLE

USE: \$1 million AVOID: \$1,000,000

5.15. Dates.

5.15.1 In the text of documents, spell out the month of the year. Do not use the number of the month to signify the month. Do not abbreviate the name of the month.

EXAMPLE

USE: December 2, 1994 AVOID: 12/2/94
Dec. 1, 1994

5.16 Temperature.

5.16.1 Forms of temperatures (i.e., Fahrenheit, Celsius and Kelvin) are written using numerals only. The temperature value is followed by a degree symbol (°) preceded by a “F”, “C” or “K” as the case may be.

EXAMPLES

75° F, 30° C, -4° F, 0° K

5.17 Fractions.

5.17.1 Fractions are written in numeric form (e.g., ½, ¾, ¼). Mixed numerals (whole numbers and fractions) are also written in their numeric form (e.g., 1½, 2¾, 13¼).

5.18 Units of measure.

5.18.1 Generally, abbreviations are not used in the *Delaware Register of Regulations*; however, there are a few exceptions when referring to units of measure. The following table serves as a guide to writing units of measure:

<u>USE</u>	<u>AVOID</u>	<u>USE</u>	<u>AVOID</u>
inches	in.	°F	Fahrenheit
feet	ft.	°C	Celsius
square feet	sq. ft.	°K	Kelvin
pounds	lbs.	centimeter	cm
barrel	bbl.	millimeter	mm
by	X	Watts	W.
Btu	British thermal unit	No.	#

5.19 Time.

5.19.1 Time should be written in Arabic numerals, with the exception of 12 p.m. which is written as “noon.”

EXAMPLE

USE: 10 a.m. AVOID: 10:00 a.m.
10:30 a.m.
noon 12 p.m.

5.20 Quotations.

5.20.1 Quotations should be used as follows:

5.20.1.1 Words within text which require emphasis are set off in quotation marks.

5.20.1.2 Brief quotes are enclosed in quotation marks; lengthy quotes are set off in the text but are not enclosed in quotation marks.

5.20.1.3 Quotation marks are used to enclose certain material following the terms “marked,” “designated,” “classified,” “named,” “endorsed” or “signed.”

EXAMPLES

1. *Such sheep shall be accompanied by a waybill or owner-shipper certificate marked “for immediate slaughter.”*

2. *The term “meat” and the names of particular kinds of meat, such as beef, veal, mutton.*

5.20.1.4 Quotation marks are used to enclose titles of articles, editorials, essays, papers, reports, subjects and themes.

EXAMPLE: *The procedures are described in “Methods of Analytical Chemists.” In evaluating replicate data, table 19, page 935, “Journal of the Association of Official Analytical Chemists” (Volume 49, Number 5, October 1960), shall be followed.*

4.21 Commonly used words with their plain language translations.

<u>AVOID</u>	<u>USE</u>
and/or	“A” or “B,” or both
appear	seem
ascertain	find out
at this point in time	now
commence	begin
complete	fill out
comply	follow
constitute	be
disclose	show
elect	choose
endeavor	try
ensue	follow
execute	sign
experience	have, feel
facilitate	make easy
presently	now, soon
prior to	before, earlier
prohibit	forbid
 purchaser	 buyer
pursuant to	in response to
subsequent to	after, later

such, same, said	the, this, that, them, those, it
terminate	end
or the duration of	during
forthwith	immediately
forward	send
hereby	by this
herein	to this
hereinabove*	
hereafter*	
hereinbelow*	
hereof	of this
hereto	to this
thereat, there,	at that level
thereby	by that
therein	in that
thereof	of that
thereto	to that
therewith	with that
thus	so, that way
transpire	happen
upon	on
vehicle	car, truck, way
vendor	seller
whereas	avoid using this term
wherein	where, in which

Listed in this section are commonly used words and phrases. The use of the words in the right column is preferred.

* The use of the words “hereinabove,” “hereinafter,” and “hereinbelow” should not be used when referring to the position of a section or other provision. If a reference is necessary, specify the part, article, section, subsection or subdivision of the regulation by number.